Job Title: Police Officer

Department: Police

Immediate

Supervisor: Police Sergeant

Origination Date:	07/01/2001
Revision Date:	10/22/2004

BRIEF DESCRIPTION OF THE JOB:

Patrols designated areas and enforces state laws and City ordinances. Responds to emergency situations, educates the public regarding safety and security, and performs administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Performs patrol duties by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, and making arrests.
2	M	Responds to both routine and emergency calls including hazardous materials incidents by contacting the reporting person and witnesses, and determining the nature of call and action to be taken.
3	M	Follows up on calls by locating suspects, victims, and witnesses, processing and booking suspects, completing report of the incident, submitting report to prosecutor and appearing in court.
4	L	Educates the community by teaching classes at schools, conducting block watch meetings, making public presentations, and answering inquiries regarding legal and safety issues.
5	L	Performs administrative duties by proposing, writing, and reviewing departmental policy, completing statistical reports, training officers, and participating in department/City process improvement teams.

Police Officer: Police Page 1

JOB REQUIREMENTS:

JOB REQUIREMENTS			
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or equivalent is required.		
Experience	No experience needed.		
Certifications and Other Requirements	Valid Arizona Operator's Driver's Licence, Arizona Peace Officer Standards and training Certification (AZ POST), and certified for CPR and First Aid. Must be able to pass a pulmonary function test.		
Reading	Work requires the ability to read general correspondence, memorandums, letters, legal documents, and reports.		
Math	Work requires the ability to perform algebra and general math calculations such as addition, subtraction, multiplication and division.		
Writing	Work requires the ability to write general correspondence, letters, citations, and police reports.		
Managerial	Managerial responsibilities include regulating case loads and course schedules. Most officers are responsible for managing a specialty area, such as code enforcement, alarm ordinance, gang member tracking, etc.		
Budget Responsibility	The employee prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.		
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.		
Interpersonal / Human Relations Skills	The employee(s) in this position contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these employees work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.		

Police Officer : Police Page 2

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously	F = Frequently	O = Occasionally	R = Rarely	N = Never
2/3 or more of the time.	From $1/3$ to $2/3$ of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Contacting citizens, directing traffic, crime scenes
Sitting	F	Driving, computer, desk work
Walking	O	Searches, investigations, patrolling
Lifting	R	Evidence, prisoners, reports
Carrying	R	Evidence, prisoners, reports
Pushing/Pulling	R	Vehicles, debris, prisoners, doors
Reaching	R	Searches, crime scenes
Handling	0	Evidence, reports
Fine Dexterity	F	Manipulating weapons, computer keyboard, writing
Kneeling	R	Shooting positions
Crouching	R	Shooting positions, concealment from suspects
Crawling	R	Searches
Bending	0	Searches, investigations, picking up items
Twisting	R	Handling prisoners
Climbing	0	Fences, ladders, stairs
Balancing	0	Fences, ladders, stairs
Vision	С	Assessing situations, equipment use, searches, driving, inspections, computer, desk work, writing, reading
Hearing	С	Dispatching information, radio, telephone, radio, co-workers, staff, supervisor, general public, training
Talking	С	Dispatching information, radio, telephone, radio, co-workers, staff, supervisor, general public, training
Foot Controls	F	Driving
Other(specify)	N	

Police Officer: Police Page 3

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Police vehicles, firearms, radio, camera, tape recorder, finger printing kit, measuring devices, cellular telephone, uniform, computer, standard Microsoft Windows and Office software, AS400, HTE, Lotus Notes, Crime Zone software, and Gang Member Tracking Database.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several	M = Several	S = Seasonally	N = Never
	Times Per Week	Times Per Month		

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	W
Explosives	M	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	W
Physical Danger or Abuse	D		
Other (see 1 below)			

PRIMARY WORK LOCATION
Office Environment
Warehouse
Shop
Vehicle X
Outdoors X
Other (see 2 below)

(1)

(2)

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	X
24 Hour Shift Work	
Work on Holidays	X
Work on Weekends	X
Typical 40 Hour Work	
Week	
Overtime	X
On Call/Call Out	X

PROTECTIVE EQUIPMENT REQUIRED:

Hazardous material and biohazard personal protective equipment, bullet proof vest, eye & ear protection, firearms, pepper spray, baton, stun device, non-lethal bullets, handcuffs, rain gear, and various immunizations.

Police Officer: Police

NON-PHYSICAL DEMANDS:

C = Continuously	F = Frequently	O = Occasionally	R = Rarely	N = Never
2/3 or more of the time.	From $1/3$ to $2/3$ of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

(3)

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture, which include but are not limited to the following:

- ♦ High ethical standards
- ♦ Active participation in teamwork
- ♦ Strong safety principles and safety awareness
- ♦ Active participation in citywide activities

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

Police Officer: Police

SIGNATURES—REVIEW AND COMMENT:

I have	e reviewed	this	job	analysis	and	its	attachments	and	find	it to	be	an	accurate	description	of the
dema	nds of this	job.													

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Tob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Police Officer: Police